

ANOTHER EXAMPLE: Business Letter

251 Callithump Street
Tama, Iowa 50013
January 18, 2007

Ms. Sarah Joplin
Office of Financial Aid
University of Western Iowa
541 Elliott Union
Sac City, IA 50833

Dear Ms. Joplin:

Thank you for sending me the packet of application materials for student scholarships and loans. Enclosed please find my completed paperwork, including letters of recommendation and contact information for my references. I believe that I have sent all information requested, but I will be most happy to forward additional references or personal information. Please e-mail me at lutwil@tamarr.com or call me at 519-555-0814 if I can supply any other material.

You and the university financial aid Web site have been most helpful in guiding me toward my goal of attending college. I look forward to attending Western Iowa next year, and I greatly appreciate your help and encouragement.

Sincerely,

Luther Wilbanks

Luther Wilbanks

Enclosures: Application and references